

Title: State WIC Office Staffing

Purpose

The staffing pattern and general responsibilities of each position ensure the state-level responsibilities of the WIC Program are met.

Authority

246.3(e) and 246.4(a)(4)

Policy

The WIC Program is located in the Nutrition Section of the Family and Community Health Bureau (FCHB). The FCHB Chief reports to the Public Health and Safety Division (PHSD) Administrator who reports to the Director of the Department of Public Health and Human Services (DPHHS). The DPHHS Director reports to the Governor.

I. Joan Bowsher Health Services Manager: 1.0 FTE

- ◆ Designation: Nutrition Section Supervisor
- ◆ Position Requirements: Degree in Business, Nutrition, Public Administration or Public Health (preferably with major work in health, human services, administration or nutrition).
- ◆ Responsibilities: responsible for administration of the WIC and FMNP Programs in Montana.

II. Noelle Uncles Administrative Assistant: .75 FTE

- ◆ Designation: Administrative Assistant
- ◆ Responsibilities: office management; local WIC program name, telephone and address changes; orders for forms; local WIC program signature cards; inventory control; equipment purchases; filing/records management; travel arrangements; competency testing records; and continuing education records and various administrative support functions for FMNP.

III. Bernadette Lahr Human Services Specialist: 1.0 FTE

- ◆ Designation: Administrative/Quality Assurance
- ◆ Responsibilities: development, implementation and administration of the WIC/FMNP/BPC Programs as it relates to the administration of grants, service delivery through contracts with WIC local agencies and oversight of other contracts related to benefit delivery including but not limited to banking services & infant formula. This position serves as the technical lead of the Administrative Section Unit.

IV. Michelle Sanchez Contract Specialist: .75 FTE

- ◆ Designation: Contract Coordinator
- ◆ Responsibilities: Contract management and expenditure reports; caseload management; writing instructions for implementation of policies on categorical and financial eligibility; and duties as assigned related to contracting, expenditure reimbursement and monitoring for FMNP.

V. Leah Steinle Program Specialist: .75 FTE

- ◆ Designation: Administrative and Retailer Section Member
- ◆ Responsibilities: Responsibilities: inventory control (breast pumps, forms, benefit stock, MICR cartridges), forms orders & printing, void/reissue, dual participation, participant fraud/abuse, training, local agency monitoring, state plan support, contract support, policy writing.

VI. Glade Roos Vendor Specialist: 1.0 FTE

- ◆ Designation: Administrative and Retail Section Member
- ◆ Responsibilities: TIP Report, contracts, filing, training, reports, policy writing, retail monitoring/compliance, M-SPIRIT, formula distribution list, stocking levels for retailers, food package, program newsletter & website, Farm Direct, manages FMNP Grant, EBT.

VII. Carrie Reynolds Vendor Specialist: 1.0 FTE

- ◆ Designation: Administrative and Retail Section Lead
- ◆ Responsibilities: Benefit review, complaints (participant and retailer fraud), filing, training, reports, policy writing, training – retailer/LARC materials, participant materials, food package, outreach coordinator, price surveys, peer groups, M-SPIRIT, infant formula rebate, retailer newsletter, Farm Direct, program newsletter & website, EBT.

VIII. Mark Walker Information Systems Specialist IV - Applications: 1.0 FTE

- ◆ Designation: Information Services Unit Lead
- ◆ Responsibilities: technical aspects of the WIC Automated Data Processing System; performs professional and technical training and planning, and implementation duties for WIC computer systems; defines and delineates problems, establishes system requirements, and prepares specifications to include inputs, outputs, processing, and linkages with other application systems in order to provide data elements necessary for program management, evaluation, and reporting and duties as assigned for FMNP.

X. Arlene Stulc Information Systems Specialist II: 1.0 FTE

- ◆ Designation: Information Services Unit Member
- ◆ Responsibilities: WIC System Help Desk; system trouble-shooting; technical assistance to Local WIC Programs; WIC System Training; maintaining all technical manuals and WIC Information Services publications; food instrument inventory and duties as assigned for FMNP

XI. Chris Fogelman Nutritionist: 1.0 FTE

- ◆ Designation: Nutrition Services Section Member/State Nutrition Coordinator/State Breastfeeding Coordinator
- ◆ Position Requirements: Master's Degree in Nutrition; two years' experience in public health nutrition. Must be a registered dietitian and a licensed nutritionist in Montana.
- ◆ Responsibilities: nutrition policy decisions; nutrition education resources for WIC women; nutrition education; nutrition education plan; training & education; local WIC program staff competency testing; continuing education approval; continuing education credits; nutrition eligibility; food packages; authorized foods; technical advice about high risk participants; pediatric nutrition education resources; nutrition surveillance; WIC outreach; authorization of special formulas manages the Breastfeeding Peer Counsel Grant.

XII. Vacant Nutritionist: 1.0 FTE

- ◆ Designation: Nutrition Services Section Member
- ◆ Position Requirements: Master's Degree in Nutrition; two years' experience in public health nutrition. Must be a registered dietitian and a licensed nutritionist in Montana.
- ◆ Responsibilities: nutrition policy decisions; nutrition education resources for WIC women; nutrition education; nutrition education plan; training & education; local WIC program staff competency testing; continuing education approval; continuing education credits; nutrition eligibility; food packages; authorized foods; technical advice about high risk participants; pediatric nutrition education resources; nutrition surveillance; WIC outreach; and authorization of special formulas and duties related to nutrition education and monitoring as assigned for FMNP.